



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 10
Date: March 20, 2012**

To: All Employees
From: Acting MGT – Jeffery Bournes
Subject: Vacancy – Human Resources Clerk

OPEN TO: All Interested Candidates
POSITION: Human Resources Clerk – FSN-6; FP-8
OPENING DATE: Tuesday, March 20, 2012
CLOSING DATE: Monday, April 02, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident (OR): R\$ 37,609 annually. (Starting salary) (Position Grade: FSN-6)
U.S. Citizens EFMs: US\$ 35,753 annually. (Starting salary) (Position Grade: FP-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Human Resources Clerk to work in the Human Resources Office.

BASIC FUNCTION OF POSITION

The Human Resources Clerk performs a variety of duties in support of post's Locally Employed Staff (LE Staff) Personnel Program and the U.S. Direct Hire/Eligible Family Member (USDH/EFM) Personnel Program.

Major Duties of the position:

Locally Employed Staff (LE Staff) Personnel Program – 20%

- Local Transportation Tickets Program Management: Incumbent manages the Transportation Tickets Program in the third largest city of the world with one of the most complex transportation systems with 12 Metro/Trem lines and around 1,500 bus lines. Incumbent is responsible for the preparation of maintaining an updated excel spreadsheet that lists employees who receive the benefit. Is also responsible for procuring sorting and hand delivering the transportation tickets. Incumbent also prepares monthly reports informing Payroll Charleston of the expenses incurred by Post for each employee's transportation allowance. Incumbent also ensures that U.S. Government (USG) funds are

spent appropriately. Drafts transportation ticket deduction cables and solves all problems related to transportation card and credit recharge.

U.S. Direct Hire/EFM Appointment Personnel Program – 20%

- Accreditation Process: Assists the Senior Human Resources Assistant (position N54-305-025) with check-in and check-out of all USDH at Post. For check-in the incumbent is responsible for preparing new folders to include all required forms and handouts newcomers. Incumbent is also required to send welcome e-mails to newcomers and requests bio information in order to prepare a fast check-in upon arrival. Once the check-in is completed all required paper work is forwarded to the Embassy's HR Office. For checkout, the incumbent is required to send e-mails to Foreign Service Officers (FSOs) who are departing post 4 months prior to his/her departure. Incumbent is responsible for keeping the WebPASS Post Personnel (USDH portion) updated with information of the newly arrived and departed officers, including draft of Travel Messages (TM Cables).

Human Resources/Management Duties – 60%

Incumbent is responsible for keeping 240 LE Staff, 135 USDH/EFM personnel files updated and locked and released only on a case-by-case basis. Drafts letters, memorandums, and cables on different subjects both in English and Portuguese. Prepares all kind of declarations (salary declaration, working schedule, Citibank letter, etc), needed by LE Staff. Maintains updated reference material such as LE Staff Handbook, Management Notices and FAMs available for employees. In conjunction with the other HR colleagues maintains the LE Staff and USDH Intranet web share point page updated. Responsible for keeping LE Staff/UDSH/Other related items of Post Profile updated.

Incumbent updates and maintains current the WebPASS Post Personnel software for quick data search; Prepares copies of various documents and/or manuals for employees; Receives personnel actions and contracts from the Embassy HR Office for employees' signature and send the signed document back to Brasilia. Serves as back-up for two HR Assistants (positions C54-305-037 and C54-305-032).

Assists the HR Assistant (C54-305-032) in preparing the list of excess and future excess annual leave; updates the LE Staff Leave Statement excel spreadsheet; assists the HR Assistant in preparing the list of EPRs and Work Development Plans (WDPs) to be requested during the following months; prints, folds and deliveries the LE Staff Earnings and Leave Statements (EL&S) every pay period and Leave Control Reports every month and updates LE Staff labor cards.

Assists the HR Assistant (C54-305-037) in preparation of the awards program by scanning award nominations for Post's Awards Committee meeting and printing certificates; prepares the HR info for the Consulate's webpage and sends reminder e-mails to Duty Officers.

Assists with recruitment by escorting candidates, proctoring tests and preparing packages for formal interviews with the USDH supervisors. Also prepares letters to non-selected candidates. When the candidate is selected the incumbent is responsible for collecting the documentation necessary to begin the HR employment background check.

Performs other duties as assigned

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school is required.

EXPERIENCE: Clerical and/or administrative experience is required.

LANGUAGE: Level III (Good Working knowledge) English in both speaking and reading is required. Level III (Good Working Knowledge) Portuguese in both speaking and reading is required. These will be tested.

KNOWLEDGE: Incumbent must have good working knowledge of office, administrative procedures or personnel functions.

SKILLS AND ABILITIES: Basic knowledge of Microsoft Office package (Word, Excel and Outlook). Typing level II (30 wpm) is required. This will be tested.

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must

submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

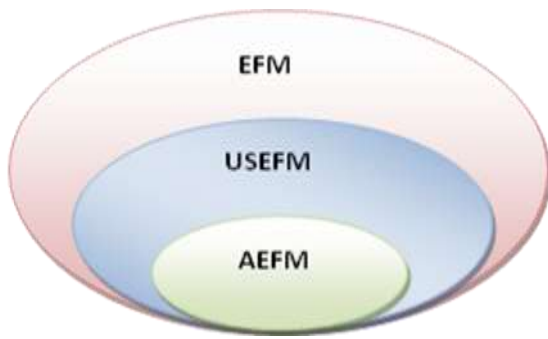
Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or
Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.
Fax: (11) 5186-7475

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of

the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Monday, April 02, 2012.

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: H. Correia

Cleared: K. Ortuzar

Approved: J. Bournes